
MASTER OF SCIENCE IN PROJECT MANAGEMENT



INTERNATIONAL STUDENT ADMISSIONS GUIDE



MSPM International Student Admissions Guide 2011-2012

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Introduction

Welcome and thank you for expressing interest in applying to the George Washington University School of Business Master of Science in Project Management (MSPM) program. Here at GW, we have created an environment where students from all over the world are encouraged to come to Washington, DC to pursue an advanced education. Specifically, the MSPM program includes students from India, Pakistan, China, Taiwan, Iran, Brazil, Liberia, Trinidad, UAE, and many more countries!

We created the International Student Admission Guide to provide comprehensive information to international students who are applying for the MSPM program. This guide includes a helpful admissions checklist, application deadlines and process, the visa process, and frequently asked questions.

In addition to this guide, you will find valuable information on our website, <http://business.gwu.edu/mspm>.

There are two categories of international students at GW based on whether or not a student requires a visa to at GW:

1. Students who require an F-1 visa to study at GW in Washington, DC. If you will require GW to secure a visa for you to study in the United States, you fall into this category.
2. Students who will not require an F-1 visa from GW to study at GW in Washington, DC. Students who will obtain a visa through their own means, are able to study in the US without a visa, or are planning on studying outside the United States through our distance education mode fall into this category.

Students who are unsure about their category should contact the program as soon as possible as this will determine the admissions deadline and paperwork required after admission.

If, after reading through this guide and our website, you have any questions, please contact us at mspminfo@gwu.edu or 202-994-6145. We look forward to working with you through the admissions process.

International Student Application Checklist

We are glad you are considering applying to the Master of Science in Project Management program at George Washington University. Please make sure you have completed everything that is applicable to you on the checklist to be considered for admission.

Schedule and take the **TOEFL or IELTS** and submit scores (must be no more than 2 years old) to GW. See page 7 for information on exemptions from the TOEFL/IELTS. **You should complete the English proficiency requirement before submitting your application for admission.**

Complete and submit the **online application** by clicking on the “Apply Now” link at <http://business.gwu.edu/mspm>.

- Pay the \$60 USD **application fee** online with a credit card.
- Include an up-to-date **resume** and 500 word **statement of purpose**.
- Include the names and email addresses of your three **recommenders**. The recommendation form will be sent to them automatically.

Submit official copies and/or evaluations of *all* university **transcripts**.

- Have all transcripts for course work completed outside the United States or Canada professionally translated, when applicable, evaluated, and sent directly to the Project Management Program. Companies that provide this service include but are not limited to [WES, Josef Silny & Associates](#), [ECE](#), and [AACRAO](#).

Submit official **GMAT** or **GRE** scores OR the GMAT Waiver Application.

If you are admitted and you require a visa from GW, you need the following documents for you and any dependents who will be in the United State with you:

- I-20 Form, including Financial Certification Form
- Supporting financial documentation
- Copies of the biographical page of your passport, including expiration date, and copies of all prior visas for US travel
- Copies of all prior I-20 forms, when applicable
- Copies of current immigration documentation if you are currently in the US

Note that forms and documents can be emailed to mspminfo@gwu.edu, faxed to 202-994-2736, or mailed to the Project Management Program, Funger Hall Suite 415, 2201 G Street NW, Washington, DC 20052.

Application Process for International Students

Qualifications for all GW MSPM applicants

- A bachelor's degree and strong academic performance from a regionally accredited college or university OR the international equivalent as determined by a professional transcript evaluation
- At least three (3) years of full-time professional work experience
- A demonstrated professional interest in project management

Required application materials for all GW MSPM applicants

- GW graduate admissions online application form
- Statement of Purpose: In no more than 500 words, describe how the MSPM program fits into your professional life and career objectives
- Current resume
- Three (3) professional or academic letters of recommendation
- Official GMAT or GRE scores (Institution Code QK4-4F-62) OR a GMAT Waiver Application for applicants with more than 7 years of professional work experience
- Official transcript from every college and university attended, even if it did not lead to a degree or if the credits appear on other transcripts
- A non-refundable \$60 application fee

Additional required application materials for GW MSPM international applicants

- Official TOEFL or IELTS scores are required unless you meet one of the exemption criteria listed on page 7. You should take and pass the TOEFL/IELTS before starting your application. Score minimums are as follows:
 - ❖ TOEFL (Institution Code 5246)
 - Internet: 100
 - Paper: 600
 - ❖ IELTS
 - 7.0 overall with no less than 6.0 in each category
- If you attended university outside the United States and Canada, you are required to submit a professionally evaluation of your transcripts. Certified evaluation companies include [World Education Services \(WES\)](#), [Josef Silney & Associates](#), [ECE](#), and [AACRAO](#). These companies, and others like them, can translate and evaluate your foreign transcripts by determining the equivalent course, grade, and degree in the United States. Students need to send official transcripts directly to the evaluation company and the evaluation company will send the assessment to GW. Applicants need to request a course by course and degree evaluation.
- If you require an F-1 visa, there is additional paperwork you need to complete if you are admitted to the program although you may submit the I-20 request form and supporting documents earlier.

Important Admissions Dates

GW admits students in the spring (January), summer (May), and fall (August). Student who need an F-1 visa may only apply for the spring or fall term. Application deadlines vary depending on whether or not you need an F-1 visa from GW. Students who do need an F-1 visa must submit all application materials by the international deadline. All others must meet regular decision deadlines.

The deadline is the date by which a student must submit all application materials and test scores in order to be considered for admission to the MSPM program. Students must apply by the early decision/scholarship deadline to be considered for scholarships. The MSPM program has four types of deadlines:

- International Early Decision/Scholarship Deadline
- International Regular Decision Deadline
- Early Decision/Scholarship Deadline
- Regular Decision Deadline

Fall (August start) application deadlines

<i>March 15</i>	International Early Decision/Scholarship Deadline
<i>April 1</i>	International Regular Decision Deadline
<i>May 31</i>	Early Decision/Scholarship Deadline
<i>June 30</i>	Regular Decision Deadline

Spring (January start) application deadlines

<i>September 15</i>	International Early Decision/Scholarship Deadline
<i>October 1</i>	International Regular Decision Deadline
<i>October 15</i>	Early Decision/Scholarship Deadline
<i>November 15</i>	Regular Decision Deadline

Summer (May start) application deadline

<i>March 15</i>	Regular Decision Deadline
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Other important dates

<i>November 1</i>	Visa materials, including financial certification and the I-20 request form, are due for students beginning in the spring (January) semester
<i>May 1</i>	Visa materials, including financial certification and the I-20 request form, are due for students beginning in the fall (August) semester
<i>August</i>	International student orientation in Washington, DC for students beginning in fall; (exact dates to be determined)
<i>January</i>	International student orientation in Washington, DC for students beginning in spring; (exact dates to be determined)

Qualified Exemptions for International Students from English Proficiency Requirements (TOEFL/IELTS)

You may qualify for an exemption from GW MSPM's TOEFL or IELTS exam requirements if:

1. You hold a degree that includes at least two (2) years of full-time study from a regionally accredited college or university in the United States; or
2. You hold a degree from a university outside the United States that is accredited by a US regional accrediting agency in which the language of instruction is English; or
3. You are a citizen of or hold a degree that includes at least two (2) years of full-time study in which the language of instruction was English from one of the following countries:

Anguilla	Lesotho
Antigua and Barbuda	Liberia
Australia	Micronesia
Bahamas	Montserrat
Barbados	Namibia
Belize	New Zealand
Bermuda	Nigeria
Botswana	Saint Kitts and Nevis
British Virgin Islands	St. Lucia
Canada (except Quebec)	Saint Vincent and the Grenadines
Cayman Islands	Seychelles
Dominica	Sierra Leone
Gambia	Trinidad and Tobago
Ghana	Turks and Caicos Islands
Grenada	Uganda
Guyana	United Kingdom
Jamaica	Zimbabwe
Kiribati	

F-1 Visa Process

International students who apply to and are admitted to the MSPM program may qualify for an F-1 visa. Below is the standard process for receiving an F-1 visa. Please note that step 3 can be completed at any point in time during the admissions process.

1. Complete the admissions process for the MSPM program.
2. Gain admission to the MSPM program.
3. Submit the following documents to the MSPM program for you and any dependents:
 1. Visa Request Form (I-20 Request)
 2. Financial Certification Form and supporting financial documentation as required by the Visa Request and Financial Certification forms.
 3. Copy of the biographical page of your passport, which should include the expiration date, and copies of all visas for prior travel to the United States
 4. Copies of all prior I-20 forms if you have previously studied in the United States
 5. Copies of current immigration documents if you currently live in the United States
4. Wait to hear from GW that your I-20 is ready. Processing time for the I-20 varies drastically and may take several months.
5. Receive your I-20, SEVIS #, and all other necessary documents in the mail from GW.
6. Obtain a student visa from the US embassy in your home country using the I-20, SEVIS #, and other supporting documents you receive from GW.

International Student Forms, Guides, and Links

Below are links to all the forms you will need to apply to the MSPM program and apply for a visa, if applicable.

- MSPM Information Packet
<http://gwprojectmanagement.org/resources/admissions>

- Application for Advanced Academic Standing
<http://www.gwprojectmanagement.org/forms>

- GMAT/GRE Waiver Application
<http://www.gwprojectmanagement.org/forms>

- Visa Request Form (I-20 and Financial Certification)
<http://gwprojectmanagement.org/forms>

- GW MSPM Website
<http://business.gwu.edu/mspm>

- GW International Services Office Website
<http://gwired.gwu.edu/iso>

- US Department of State F-1 Visa Information
http://travel.state.gov/visa/temp/types/types_1268.html

THE GEORGE
WASHINGTON
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**PROJECT
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PROGRAM**

**MASTER OF SCIENCE IN PROJECT MANAGEMENT
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